

How to Change Your E-mail Address in Manage My Benefits

If your e-mail address has changed, you need to log into Manage My Benefits as a policyholder, benefit coordinator or web contributions coordinator and follow these three easy steps:

1. When you're logged in, click on My Account in the menu bar:



2. Scroll down past the password reset, and you'll see Contact Information. Enter your new e-mail address..

The screenshot shows the 'Contact Information' section of the form. It includes a 'Password' field with a strength indicator and a 'Verify Password' field. Below these are the 'Email Address' and 'Verify Email' fields, both pre-filled with 'janice.l.powell@wv.gov'. A red arrow points to the 'Email Address' field. The form also contains a list of instructions: 'Email addresses can not be shared between accounts (e.g., between a husband and wife who are both PEIA policyholders).', 'If you do not have an email address, check with your Internet Service Provider (ISP) as many provide free email accounts to their subscribers.', and a 'Contact PEIA | Site Feedback' link at the bottom.

3. Scroll to the bottom of the page and hit Save.

You have successfully updated your account. That's all there is to it! Thanks for all you do.